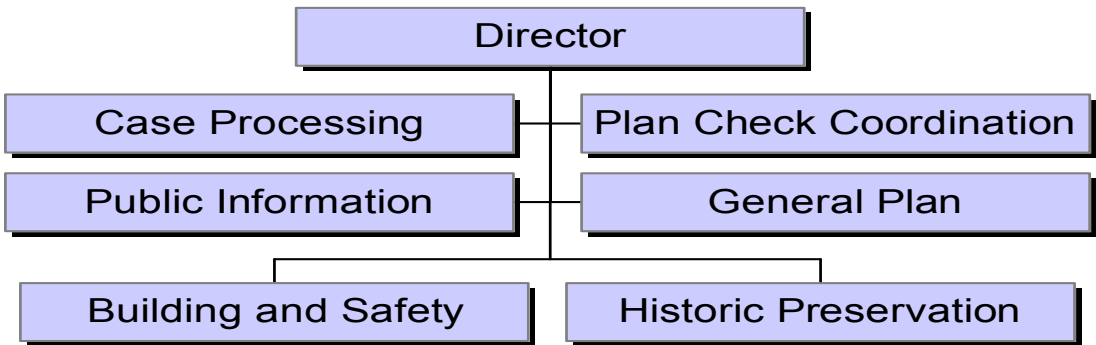


Planning



**Description of the Service**

The Planning Department’s activities are guided by state laws and such documents as the General Plan, Zoning Code, Subdivision Ordinance, Cultural Preservation Ordinance, specific plans, community plans and environmental impact documents. The Planning Department is responsible for the preparation and administration of these documents.

The Department uses these documents along with its professional planning experience to advise the City’s decision makers on such matters as General Plan amendments, annexations, rezonings, variances, conditional use permits, planned residential development permits, land divisions, design review cases, ordinance amendments, and historic preservation matters.

Boards and commissions supported by the Planning Department include the Planning Commission, Design Review Board, Cultural Heritage Board, and several ad hoc planning committees.

The Planning Department coordinates and monitors the entire city plan check process. It is also responsible for the administration of the building, electrical, housing, and plumbing codes, including the issuance of permits and field inspections of construction work for compliance with applicable codes.

# Planning

## Mission Statement

The mission of the Planning Department is to provide timely and accurate planning and building services to the general public and to development professionals in order to achieve the City's vision to protect and enhance the area's natural and manmade environment, its economic base and its neighborhoods.

## Strategic Plan Priorities Addressed

- Preserve and Improve Quality of Life
- Beautify the City
- Reduce Transportation Congestion and Improve Traffic Flow

## Major 2003/04 Priorities

- Update the General Plan, Zoning Code, Subdivision Ordinance, and Design Guidelines
- Continue to implement state-of-the-art-automated permit tracking system.
- Continue to improve development review and plan check processes.
- Complete implementation of Imaging-Technology Project.
- Process annexation requests.
- Complete the sign ordinance update.
- Complete a listing of blighted, run-down properties throughout the City; identify funding sources; and develop a systematic program for the elimination of blight.
- Continue to achieve customer service goals for processing plans, issuing permits, and completing inspections.

## **Programs and Program Goals**

### **FY 2003/04**

**General Plan:** To help citizens and decision makers formulate and implement the City's vision for a balanced, natural, cultural, and built environment through the development and maintenance of the General Plan.

**Case Processing:** To provide guidance and direction in the review of development proposals to assure conformance with the General Plan and Zoning Code.

**Plan Check Coordination:** To coordinate the timely processing of building plans throughout city government and assure conformance with its plans, codes, and review processes for the health, safety and general welfare of the public.

**Public Information:** To provide accurate, timely, and customer oriented assistance to the public regarding the City's planning related plans, ordinances, and procedures to help them achieve their development goals within the framework of the City's vision.

**Historic Preservation:** To document and preserve the City's prehistoric, historic, and cultural resources.

**Building and Safety/Plan Check:** To conduct timely reviews of building plans to assure conformance with applicable plans and codes to provide for the health, safety and general welfare of the public.

**Building and Safety/Building Inspection:** To provide timely inspections of construction activities for builders and consumers in order that they may be assured that the built environment meets established standards and that construction progress is not unnecessarily hampered.

**Building and Safety/Building Permit Issuance:** To issue and archive building permits and provide permit related information to the general public in order that they may receive building permits and information in a timely manner and be assured that the records of their construction project will be properly archived.

## Planning

### Performance Measures

	Actual	Estimated	Target
	2001/02	2002/03	2003/04
% of Tenant Improvement plan check applications processed within 2 plan checks	N/A	85%	90%*
% of full plan check applications processed within 2 plan checks	N/A	85%	90%*
% of plan check applicants surveyed who rate the plan check services as good or excellent	N/A	82%	90%
% of telephone calls returned within 24 hours	75%	75%	80%
# of building inspections conducted / % conducted on same day scheduled	75,707/100%	70,000/100%	70,000/100%
% of over-the-counter permits issued on the same day, either without corrections or as redlined by staff	N/A	90%	95%
% of Board and Commission members surveyed to determine quality of service with respect to timeliness and quality of reports, presentations, and responsiveness	N/A	N/A	100%
% of General Plan update scheduled milestones completed on time	N/A	100%	100%

\* Applications requiring two or more checks will be reviewed to determine the cause of the additional reviews. The 90 percent target refers to delays due to staff processing of plan check applications.

### Recent Accomplishments

- Facilitated the inclusion of city issues into the Riverside County Integrated Plan.
- Continued to achieve customer service goals for processing plans, issuing permits, and completing inspections.
- Completed "Visioning Riverside: A Report from the Community."
- Implemented Citywide Permits Plus system to track permit approvals across departments.
- Initiated simultaneous General Plan, Zoning Code, Subdivision Ordinance, and Design Guidelines updates.
- Made building permits and applications available online.
- Hired new employee to oversee the enhanced and streamlined permit approval process.
- Initiated an update of the Sign Code.
- Enhanced Department website, making applications, planning documents and other information available on line.

## Planning

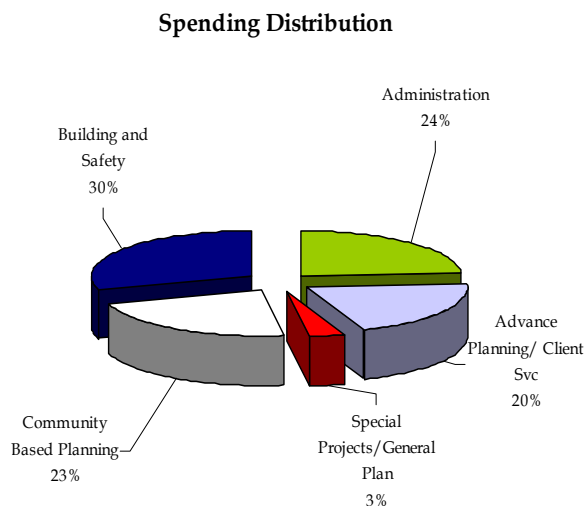
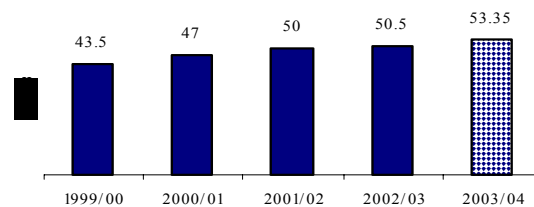
**Department Summary**

<b>Budget Summary</b>	<b>Actual 2001/02</b>	<b>Budget 2002/03</b>	<b>Adopted 2003/04</b>	<b>Change</b>
Personnel Services	3,500,667	3,955,802	4,237,761	7.1%
Non-Personnel	573,493	378,417	375,383	-0.8%
Special Projects	40,426	0	0	---
Equipment Outlay	3,694	0	0	---
<i>Direct Operating</i>	<u>4,118,280</u>	<u>4,334,219</u>	<u>4,613,144</u>	<u>6.4%</u>
Debt Service	0	0	0	---
Capital Outlay	238,584	0	0	---
Charge From Others	<u>1,535,259</u>	<u>1,490,518</u>	<u>1,962,820</u>	<u>31.7%</u>
<i>Gross Budget</i>	<u>5,892,123</u>	<u>5,824,737</u>	<u>6,575,964</u>	<u>12.9%</u>
Charge To Others	<u>(63,328)</u>	<u>(83,760)</u>	<u>(219,078)</u>	<u>161.6%</u>
<b>Net Budget</b>	<u>5,828,795</u>	<u>5,740,977</u>	<u>6,356,886</u>	<u>10.7%</u>

**Expenditure Summary (Net Budget)**

Administration	1,717,679	1,610,119	1,517,454	-5.8%
Advance Planning / Client Services	1,005,803	1,093,930	1,297,239	18.6%
Special Projects/General Plan	252,632	83,470	217,952	161.1%
Community Based Planning	1,172,932	1,214,025	1,435,594	18.3%
Building and Safety	1,650,127	1,739,433	1,888,647	8.6%
Historic Preservation Grant	29,622	0	0	---
<b>Expenditure Total</b>	<u>5,828,795</u>	<u>5,740,977</u>	<u>6,356,886</u>	<u>10.7%</u>

<b>Personnel Summary</b>	50.00	50.50	53.35	2.85
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**Program Summary****Personnel Summary****Historical Budget Expenditures**